



# Washington State Department of Early Learning

## **“Kids’ Potential, Our Purpose.”**

### **10.1.3 Compliance Agreement Policy/Procedure Tip Sheet**

**When is it effective?** October 15, 2009

#### **What does it mean to me?**

As the assigned licensor, you must:

- Document full WAC/RCW infraction and a description of infraction Compliance Agreement,
  - Allow the provider to fill in the Plan of Correction.
  - Designate an agreed upon completion date.
  - Leave a copy with the provider/director.
- Ensure the licensee returns the signed compliance agreement with dates listed in the “date completed” section.
- Document compliance agreements related to valid complaints on a separate Compliance Agreement. Valid complaints must not be combined with other licensing issues.

#### **What is important to remember?**

- Respectfully communicate with the child care facility staff.
- Children’s names are not recorded on the Compliance Agreement.
- The nature and severity of the violation determines a follow up site visit or written verification of corrective measures.
- Most deficiencies will be corrected within 90 days unless licensor allows for exception

#### **Resources associated with the policy:**

- 10.1.3 Compliance Agreement Procedure
- 10.9.1.1 Compliance Agreement

#### **Training expectation:**

- Supervisors ensure that all licensing staff read, understand and follow all new policies.

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parents and  
partners, we offer  
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Use the Licensing Issues Application, located on the Insider Licensing page, to report any issues with current documents.